

EMPLOYMENT CONTRACT

Between the following persons, from the first party, _____, of _____ nationality, resident in _____, who will be termed **employer**; and the second party, _____ of _____ nationality, resident in _____, who will be termed **employee**; the following contract has been convened and agreed:

1. The employee is hired to perform domestic work, to help and personally assist the employer.
2. The employer and employee agree to abide by all federal, state, and local laws while in the United States.
3. The employee has worked for the employer since _____ (insert date) and while in Syria earns a monthly salary of _____ U.S. dollars/Syrian Pounds. During his/her stay in the United States, this salary will increase to the legal U.S. minimum or prevailing wage, whichever is greater, in the state of _____, and will earn \$_____ per hour, per forty hours a week, for a total of \$_____ per month. These same provisions of employment will be observed during other possible, future periods of employment in the United States.
4. In U.S. territory, the employee will work exclusively for the employer, working a daily schedule of _____ hours which equates to a weekly working schedule of _____ hours. The employee's working schedule will be from _____ (insert day) to _____ (insert day) from _____ (insert hour) to _____ (insert hour), with a break of _____ (insert time) at noon.
5. The employee cannot be required or forced to work beyond these specified hours. If the employee agrees to work beyond these hours, he/she will be paid at 1.5 times his/her hourly wage while in the United States.
6. The employee and the employer agree that during the employee's free time, outside of the work hours specified in this contract, his/her movement will be unrestricted, and that he/she will be permitted to leave the premises of the employer outside of these working hours.
7. The employee will be given _____ (insert number) vacation days while in the United States, and will also be permitted to observe holidays without work.
8. When ill, the employee will be able to take sick days, and will not be required to work.
9. The employer agrees not to withhold the passport, employment contract, or other personal property of the employee.
10. It is agreed by both parties that the employee will provide his/her services exclusively to the employer and that while he/she is working for the employer the employee will not accept any other employment within U.S. territory, not even during his/her free time.
11. During the employee's service to the employer in the U.S., the employer agrees to cover all work-related expenses of the employee, including roundtrip airfare, local transportation, lodging, and meals.
12. The employer must give at least two weeks notice of his/her intent to terminate employment, and the employee need not give more than two weeks notice of intent to leave employment.

Finalized and signed on the ____ (day) of _____ (month) of ____ (year) in Damascus, Syria.

Employer

Passport number: _____

Employee

Passport number: _____